

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1731**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/msd/notices/fsa.htm](http://www.fsa.usda.gov/dam/msd/notices/fsa.htm).  
**Note:** FAS and RMA employees replace "fsa" in the Internet address to access notices for their agency.

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1184 1-21-99	1999 COC Orientation Training	State and County Offices
AO-1185 1-26-99	National Gleaning and Food Recovery Forum	State and County Offices
CRP-335 1-20-99	Clarifying CP25, Rare and Declining Habitat, Requirements	State Offices and Service Centers
FI-2351 1-20-99	Correcting Pay Period (PP) 26 Retirement Deductions After Installing County Release No. 399	State and County Offices
FI-2352 1-21-99	Name and Address Accounting Flag Reset Process in County Release No. 400 and State Release No. 323	State and County Offices
FLP-20 1-20-99	Internal Controls for FLP	State Offices
FLP-21 1-22-99	Release of DALR\$ Version 6.3	State and County Offices
FLP-22 1-22-99	Determining Years of Loan Eligibility	State and County Offices
IRM-290 1-21-99	Area Code Changes	State and County Offices, RSO's, and Compliance Field Offices

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PM-2098 1-25-99	FY 1998 BU-533R, Report 14, County Office Workday Summary	State and County Offices, Except AK, HI, and PR
PN-632 1-20-99	Allocating Tenant's Share of the Increased Peanut Poundage Quota	Peanut State and County Offices
PS-296 1-22-99	APSS Century Date 2000 Phase II (CDC-II) File Conversion Software in County Release No. 399S	State and County Offices
TB-936 1-21-99	Tobacco Referendum Supplies for Cigar-Filler and Binder Tobacco	Flue-Cured Tobacco State and County Offices and KCMO

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**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
2-CM (Rev. 4) Amend. 7 1-20-99	Farm Reconstitutions	State and County Offices
19-PM (Rev. 6) Amend. 3 1-21-99	Equal Employment Opportunity Program	All Offices
27-PM Amend. 17 1-22-99	County Office Classification, Employment, and Pay Administration	State and County Offices

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**Procedure  
Notices**

Procedure notices issued since the last weekly checklist are listed in this table.

<b>PN Issue No.</b>	<b>Date</b>	<b>For</b>
FSA PN Issue No. 53	1-26-99	State and County Offices

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**Obsolete  
Directives**

None

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**USDA/FSA**

Prefix	Form No	Edition Date	Form Title	File Name	Unit of Issue	Stocked By	Fillable	Used By	WDC Directiv	File Code
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\*The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 01-21-99.

AD	0121	01-04-99	Passport Request	AD0121.WPD/PDF	Sheet	RPL/WP RPL/PDF	Y	All offices except counties	FSA SUPPL. TO ATR	N/A
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\*The following forms have been revised. Destroy old stock. These forms will be uploaded to the BBS on 01-27-99.

CCC	0644	01-22-99	American Indian Livestock Feed Program Payment Application	CCC0644.WPD/PDF	MP/2 Head to Head	RPL/WP RPL/PDF	Y	Indian Tribes in Applicable State Offices	1-DAP	N/A
FCI	0575	01-99	SSN & EIN Reporting Form & Succeeding Crop Years	FCI0575.WPD/PDF	MP/2 Head to Head	RPL/WP RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	M8-638 Service Office Handbook	N/A

\*The following form has been reprinted. Order from "Stocked By" location. Tentative delivery date is 02-13-99.

FSA	0159	01-22-98	Request for Supplies, Forms, and/or Publications	N/A	Set/6	KC	N/A	All offices	3-AS, 25-AS, 1-FI, 29-AS, 10-FI, 29-FI, 62-FI	ADM6-1, FM16
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\*The following forms have been reprinted. Order from "Stocked By" location. Tentative delivery date is 02-22-99.

FSA	0969	07-22-97	I/O Box Inventory Control Log	N/A	NCR Set/4	KC	N/A	KCMO, TPD States and Counties	12-AO, 1-PN, 2-PN	PA7-1
FSA	1001	12-11-96	Notice of Peanut Poundage Quota (FOR AUTOMATED OFFICES)	N/A	SM	KC	N/A	Counties	12-AO, 1-PN, 2-PN, 1-COR	PA7-1

\*The following form is new. Form FSA-1042 will be uploaded to the BBS no later than 01-29-99 and MUST BE AVAILABLE to County Offices by 02-01-99. Notice LD-478 has not been released as of the issuance of this checklist.

FSA	1042	01-27-99	Small Hog Operation Payment Program Application	FSA1042.WPD/PDF	MP/2 Head to Head	RPL/WP RPL/PDF	Y	Counties	Notice LD-478	N/A
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\*The following Program Aids are obsolete. Destroy all stock.

MISC	Program Aid 1129	11-75	FmHA Credit for American Indians	N/A	Brochure	KC	N/A	FSA, RD	N/A	N/A
MISC	Program Aid 1270	08-80	Indian Tribal Loans for Purchase of Land	N/A	Brochure	KC	N/A	FSA	N/A	N/A

**NOTE: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.**

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**State Office  
Reports  
Calendar**

The reports due in February are listed in this table.

<b>Due Date</b>	<b>Title</b>	<b>Directive Requiring Report</b>
2-5-99	Pre-Complaint Counseling (EEO) (EEO-11P)	19-PM
2-5-99	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
2-5-99	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
2-5-99	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
2-5-99	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
2-5-99	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
2-5-99	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
2-5-99	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
2-5-99	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
2-5-99	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
2-11-99	Aerial Compliance Data Report (PA-115R)	2-CP
2-11-99	Crop Compliance Data Report (PA-118R)	2-CP
2-16-99	Livestock Feed Program, EFP, and EFAP Program (ASCS-646) (EIP-54R)	8-DF
2-16-99	RCWP Status Report (CEP-28R)	1-RCWP
2-19-99	Farms, Acreage, and Production of Peanuts (PA-82R)	1-PN
2-22-99	Reconciliation of Peanut Basic and Effective Quota (PA-126 R)	1-PN